

**WORKERS' COMPENSATION COMMISSION
JOB OPPORTUNITY
CLERK TYPIST
MIDDLETOWN DISTRICT OFFICE**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Workers' Compensation Commission, Eighth District, 90 Court Street, Middletown, CT
Hours: 7:45 – 4:30 (45 minute lunch period) – 40 hours per week
Salary: \$34,565 - \$43,693 (new hires into State service start at the minimum)
Closing Date: August 28, 2013

General Knowledge: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

Preferred Skills and Ability: Familiarity with Microsoft Office preferred

General Experience: Six (6) months as a Typist or its equivalent.

Special Experience: None

Substitution Allowed: Graduation from high school with coursework in typing.

Eligibility Requirement:

State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter and an Application for Employment (CT-HR-12: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) – **preferably via email** – to:

**WORKERS' COMPENSATION COMMISSION
HUMAN RESOURCES
21 OAK STREET
HARTFORD, CT 06106
860-247-0831
sandra.cunningham@ct.gov**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.